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Personnel

CADET PERSONNEL RECORDS



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(MSgt Edward G Duffett)
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Certified by: HQ USAFA/DPY
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This instruction implements AFD 36-20, *Accession of Air Force Military Personnel*, by prescribing ways to establish, control, account for, and manage the Cadet Personnel Records System. This record system applies only to cadets assigned to the USAF Academy and to all Academy activities involved in the Cadet Personnel Record System. This instruction also provides for establishing and entering documents into AF Form 10, **Unit Personnel Record Group**. See **Attachment 1** for Glossary of References and Supporting Information.

This instruction requires us to collect and maintain information protected by the Privacy Act of 1974. Title 10, U.S.C., Sections 9331 and 9349, authorizes the collection and maintenance of data prescribed in this instruction. System of records notice F036 USAFA B, Master Cadet Personnel Record (Active and Historical), applies.

Any electronic or paper records of cadet information that are kept on file, units are responsible to comply in accordance with AFI 37-138, *Records Disposition-Procedures and Responsibilities* (will convert to AFMAN 33-322, V3) and AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, V4) for maintaining and disposing of records.

SUMMARY OF REVISIONS

Updated MTA to MTL; updated HQ AFMPC to HQ AFPC; updated the new Cadet Personnel Record (CPR)-II organization; and added the USAFA Form 91-1, **Basic Cadet Outgoing Clearance**, (paragraph **5.3.1**.) A bar (|) indicates revisions from the previous edition.

1. Responsibilities:

1.1. Records Managers:

1.1.1. For CPR-1. The Superintendent, HQ USAFA/DPY, manages the CPR-1 for all cadets. For access to and release of information from the records, see AFI 36-2608, *Military Personnel Records Systems*.

1.1.2. For CPR-2. The Commander, 34th Training Group (34 TRG/CC), as CPR-2 manager, establishes administrative controls for CPR-2 records under AFI 36-2608.

1.2. Records Custodians:

1.2.1. CPR-1 Custodian (for records of first class cadets). The NCOIC, Cadet Classifications and Assignments Branch (HQ USAFA/DPYC), is the records custodian for the CPR-1.

1.2.2. CPR-1 Custodian (for second, third, and fourth class records). The NCOIC, Customer Service and Separations (HQ USAFA/DPYQ), is the records custodian for the CPR-1. HQ USAFA/DPYQ responds to frequent telephone inquiries to verify employment, security clearances, etc. Records custodians must follow the Privacy Act of 1974 and not release any unauthorized information (see AFI 33-332, *Air Force Privacy Act Program*).

1.2.3. CPR-2 Custodian. Each squadron air officer commanding (AOC)/military training leader (MTL) is the records custodians for CPR-2s on cadets assigned to their squadron and are responsible for custodianship as well as maintenance of those records.

1.3. Records Technicians:

1.3.1. CPR-1 Records Technician. Each records technician assigned to HQ USAFA/DPYQ and HQ USAFA/DPYC maintains the CPR-1 by filing all documents in the CPR-1 as [Attachment 2](#) specifies. (**NOTE:** If a document is not listed in [Attachment 2](#), refer to AFI 36-2608.) HQ USAFA/DPYQ and HQ USAFA/DPYC conduct semiannual records audits (using current Cadet Wing/Exception Roster) to ensure continuing record accountability.

1.3.2. CPR-2 Records Technician. Each squadron AOC/MTL acts as CPR-2 records technician to manage the records for cadets assigned to the squadron. AOCs/MTLs account for and file source documents as [Attachment 3](#) specifies. Squadron AOCs/MTLs must document all pertinent information and occurrences on cadets in their respective squadron.

2. Preparation of Initial CPR-1s and CPR-2s:

2.1. HQ USAFA/DPYQ:

2.1.1. Prepares a CPR-1 for each cadet candidate who accepts an appointment to the USAF Academy, including prior service personnel (regular and reserve) and USAF Academy Preparatory School students.

2.1.2. For Preparatory School Students only: Coordinates with the Military Personnel Flight (MPF) (10 MSS/DPM) to obtain Unit Personnel Records Group (UPRG) not later than 30 July annually.

2.1.3. Ensures receipt of PCS orders and UPRG from the losing MPF on prior regular/reserve airmen. If HQ USAFA/DPYQ does not receive the UPRG by the established suspense date, checks with the local MPF Employment Element to see if it was inadvertently forwarded to them. If the UPRG is not received by inprocessing day, follows up with a message to the losing MPF/DPMR.

2.2. Eligibility for Awards on Prior Service Members. When awards are received from losing units of prior service personnel, HQ USAFA/DPYQ forwards the award to the squadron AOC for presentation of the award. HQ USAFA/DPYQ also places a copy of the award in the individual's CPR-1.

2.3. Basic Cadet Training (BCT) Program. BCT Executive Officer ensures the CPR-2 is properly created before an appointee enters the Academy. The cadet must complete USAFA Form 203, **Cadet Personal Information**, during BCT. It is filed in the CPR-2. The primary BCT AOC transfers the CPR-2 to the appropriate academic squadron AOC when the cadet completes BCT.

3. Tracking Cadet Records:

3.1. Filing Locations. The records technician files documents in sections as specified in [Attachment 3](#) for CPR-1s and [Attachment 2](#) for CPR-2s.

3.2. Administrative and Safeguard Procedures. The records custodian establishes administrative and physical safeguard procedures for CPR-1s. Personnel using CPR-1s must be advised that concealment, removal, mutilation, or destruction of records or documents may be a criminal offense under Title 18, U.S.C., Section 2071 and Article 134, *Uniform Code of Military Justice*).

3.3. Access to Records. Personnel have access to CPR-1s and CPR-2s in official capacity only. This includes officials from Staff Judge Advocate (HQ USAFA/JA), Directorate of Personnel (HQ USAFA/DP), Commandant of Cadets (Commander, 34th Training Wing [34 TRW/CC]), AFOSI Detachment 808, 10th Security Forces Squadron (10 SFS), Inspector General (HQ USAFA/IG), and the Academy Records Management Section (10 CS/SCBD).

3.4. Signing Out Records . The records technician uses AF Form 614, **Charge Out Record**, to account for records temporarily removed from storage cabinets. When a record is removed from HQ USAFA/DPY, the records technician attaches a copy of the cadet's Record of Emergency Data for Cadet Personnel to AF Form 614 and suspenses it for 72 hours. If the record is not returned after 72 hours, the records technician contacts the individual who signed it out to see if it is still needed. The records technician continues this process until the record is returned to the file.

4. Management Controls:

4.1. Storage. The records technician files records alphabetically by class and stores them in a locked area or container, except when under the direct control of the individual responsible for controlling entry or access to such records.

4.2. Routine Transfer of CPR-2s for Review Purposes:

4.2.1. To the Academy Board. The squadron AOC ensures the CPR-2 is first reviewed by the 34 TRG/CC; the Vice Commander, 34th Training Wing (34 TRW/CV); and Commandant of Cadets (34 TRW/CC).

4.2.2. To Another Individual. The records technician annotates AF Form 614 to ensure continuous accountability.

4.2.3. To Other Agencies:

4.2.3.1. When a runner transfers a CPR-2 to another agency, the records technician must place the record in a sealed envelope or in the locked distribution bag used by 34 TRW/CV.

4.2.3.2. The records technician must not transfer a CPR-2 to any agency through local distri-

bution channels. (EXCEPTION: May transfer a record from group offices to 34 TRW/CV in a locked distribution bag.)

4.3. Transfer of CPR-2s During Squadron Reassignment:

4.3.1. Individual Reassignment. Upon receipt of an order reassigning an individual cadet to another squadron, the losing AOC hand carries the CPR-2 to the gaining squadron or group AOC. If the cadet hand carries the CPR-2, it **MUST** be in a sealed envelope.

4.3.2. Mass Class Shuffle. Each squadron AOC receives a copy of the mass reassignment order from Cadet Scheduling, 34th Training Wing Support Division (34 TRW/SDCP), through the deputy group AOC. The squadron AOC uses this order to annotate the new squadron on each cadet's CPR-2 name label. The group AOC receives and disburses the records to the new squadron AOCs. Each squadron AOC audits the records using a new squadron alpha roster.

4.3.3. Verification Procedures for the CPR-2. Each group AOC establishes annual review procedures for CPR-2s maintained by the individual squadron AOCs. During the review, AOCs verify accountability for each CPR-2, timely filing, and use of AF Form 614 if a CPR-2 is not available in the storage area.

4.3.4. Proper Destruction of Records Containing Privacy Act Material. At the end of the appropriate retention period after graduation (90 days), the records custodian must obliterate material to destroy the record content (tearing into small pieces, shredding, or burning) (see AFI 33-332).

5. Separation Processing Procedures (Disenrollees and Turnbacks):

5.1. AOC Counseling Records. The squadron AOC delivers the CPR-2 to the appropriate group secretary when separation correspondence is initiated (voluntary or involuntary). The group secretary initiates USAFA Form 34, **Cadet Separation Clearance/Referral**.

5.2. CPR-2 Documents. The squadron AOC forwards to HQ USAFA/DPYQ, by handcarrying any CPR-2 documents received after the record has been transferred.

5.3. HQ USAFA/DPYQ:

5.3.1. Includes the USAFA Form 91, **Cadet Outgoing Clearance**, or the USAFA Form 91-1, **Basic Cadet Outgoing Clearance**, in the disenrollment folder. The USAFA Form 91-1 will be used during Basic Cadet Training (July-Aug) timeframe for basic cadets only. After separation is completed, the CPR-1 and CPR-2 are combined into one CPR. See [Attachment 4](#) for transfer of documents.

5.3.2. Upon approval of disenrollment by the Secretary of the Air Force, disposes of all documents contained in the CPR as specified in AFI 36-2608 or AFI 37-138/USAFA Sup 1. If a disenrollment is stopped or canceled, reestablishes the record as a CPR-1 and CPR-2.

6. Graduation Processing of CPR-1. During August of each year, HQ USAFA/DPYC records technician converts the CPR-1 for each graduating member to the Field Personnel Record Group (FPRG) and creates a Master Personnel Record (MPR) using [Attachment 3](#). This record contains documents to be forwarded to HQ AFPC/DPMD001 for inclusion in the Officer Master Personnel File (see AFI 36-2608, Table A.2.1). The records technician also creates the HQ USAFA/DFRR file at this time. This file contains documents to be forwarded to HQ USAFA/DFRR for permanent retention. The records technician files extraneous documents taken out of the CPR-1 during breakdown in the member's graduation pack-

age and gives it to him or her on HQ USAFA/DPY outprocessing day. In addition, they must complete and have processed all forms required for graduation.

7. Inprocessing Turnbacks and Ex-Cadets:

7.1. Time Frame. Each June and January cadets that are in an administrative and/or medical turn-back status and ex-cadets are required to in process. Cadets must report to DPYQ between the hours of 0700 to 1100 hours to receive instructions for in processing.

7.2. Inprocessing Turnbacks

7.2.1. Medical Turnbacks . The 10 MDG/SGP provides DPYQ with guidance whether or not a cadet in medical turnback status is returning to the Wing. Once the cadet has been granted clearance to return to the Wing, DPYQ sends a questionnaire, by registered mail, to the cadet inquiring whether or not the cadet desires to come back to the Wing. When the cadet does not desire to return to the Wing, DPYQ informs the HQ USAFA/JA of the decision. DPYQ also obtains for the cadet a new P.O. Box number and squadron. On the appointed day of inprocessing the cadet receives from DPYQ, a copy of USAFA Form 92, **Cadet Inprocessing Checklist**, and is briefed on each agency listed on the checklist and how to inprocess back into the Wing. An appointment is set up for the inprocessing cadet with 10 MDG for urinalysis. It is **mandatory** that the cadet reports to the 10 MDG within **two hours** of notification of the urinalysis requirement. Once the inprocessing cadet has finished all necessary inprocessing, and the checklist has been completed, the USAFA Form 92 is brought back to DPYQ and filed in the CPR-1.

7.2.2. Administrative Turnbacks. See paragraph for medial turnbacks for inprocessing procedures. Clearance from the 10 MDG is not required for administrative turnbacks.

7.2.3. Ex-Cadets. See paragraph on inprocessing medical turnbacks for these in-processing procedures. Clearance from the 10 MDG is not required for ex-cadets. Additionally, ex-cadets must have the USAFA Form O-205, Record of Acceptance, Obligation, Reimbursement, and Oath of Allegiance readministered and sign an AF Form 2030, USAF Drug and Alcohol Abuse Certificate.

8. Forms:

8.1. Prescribed. USAFA Form 34, **Cadet Separation Clearance/Referral**; USAFA Form 91, **Cadet Outgoing Clearance**; and USAFA Form 91-1, **Basic Cadet Outgoing Clearance**, USAFA Form 92, **Cadet In-processing Checklist**.

8.2. Adopted. AF Form 10, **Unit Personnel Record**; AF Form 614, **Charge Out Record**; USAFA Form 203, **Cadet Personal Information**.

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Director of Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

AOC —Air Officer Commanding

BCT—Basic Cadet Training

CPR—Cadet Personnel Record

FPRG —Field Personnel Record Group

MPR —Master Personnel Record

MTL—Military Training Leader

UPRG—Unit Personnel Records Group

Terms

Cadet Personnel Record (CPR) —Includes a history of a cadet's service, identifies documents for evaluating each individual's performance while a cadet, and records counseling sessions.

Cadet Personnel Record (CPR-1) —Maintained by HQ USAFA/DPY and contains those documents (required by AFI 36-2608) which are forwarded to Examinations and Records (HQ USAFA/DFRR), the Air Force Personnel Center (HQ AFPC), and gaining units when an individual graduates or disenrolls and has an active duty service commitment to serve.

Air Officer Commanding (AOC) Counseling Record (CPR-2)—Each AOC and MTL leader maintains this record for each cadet assigned to the squadron. It contains various temporary documents the squadron AOC/MTL and other agencies use for counseling. The squadron AOC/MTL must document and file all pertinent information concerning cadets in the CPR-2.

Ex-Cadet— A cadet that has disenrolled from the Academy to participate in a religious mission. Ex-Cadets must reapply for admission to the Academy.

Attachment 2

CADET PERSONNEL RECORD (CPR-II) ORGANIZATION

ALL PURPOSE CHECKLIST		PAGE 1	OF 1	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
CADET PERSONNEL RECORD (CPR-II) ORGANIZATION		34 TRG/PE	20010501	
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	Yes	No	N/A
	Cadet: _____ CS- _____ AOC: _____ Group CD: _____ Date AOC Reviewed/Initials: _____ / _____ Date Grp CD Reviewed/Initials: _____ / _____ SECTION I - Personnel Records <i>(In order listed)</i> Most current Cadet Personnel Data Summary (480) USAFA Form 13, Disclosure of Cadet/Cadet Candidate and Medical Information AFCW Form 203, Cadet Personal Information SECTION II - Conduct Reports AFCW Form 37, Cadet Conduct Summary <i>(Remainder of section in reverse chronological order with all supporting documentation attached)</i> AFCW Form 10, Report of Conduct SECTION III - Deficiency Records <i>(In reverse chronological order)</i> Academy Board Letters Administrative Hold Letters ARC Decision Letters ARC Decision Letters Articles 15 CARL/LGL Letters CMEB Letters MRC Action Letters including Softlook MRCs PERC Letters Probation Placement/Removal Letters SCRB Minutes STRC Action Letters USAFA Form 68, Cadet Academic Deficiency Evaluation and Probation Action Plan Weight Management Program Documents Wing Honor Board Minutes SECTION IV - Evaluations <i>(Grouped by semester in following order, most recent semester on top (consider each summer a "semester"))</i> USAFA Form 0-299, AOC Evaluation of Cadet AFCW Form 8, Instructor Certification Record USAFA Form 6, USAFA Grade Report (Final Grades) USAFA Form 6, USAFA Grade Report (Progress Report) All Military Performance Evaluations from academic year, exchange programs, summer programs, Basic Cadet Training (documented on Computer forms or MFRs, 101, 200, 203, etc.) SECTION V - Peer Feedback <i>(Grouped by semester in following order)</i> Leadership Attributes Survey Results Peer Rating Results SECTION VI - Counseling Documentation <i>(In reverse chronological order)</i> All counseling documentation (Probation Counseling, Counseling Center and Life Skills Evaluations, Flight Specialist Documentation, etc.) INSERT FOLDER - Miscellaneous Documentation <i>(Not forwarded with CPR-II)</i> Miscellaneous documents not specified in aforementioned sections Note: When sending a CPR-II to 34 TRG or higher, review the CPR-II with this checklist. For each item mark the appropriate column. and state reason for missing items. Staple completed checklist to outside front cover of the CPR-II.			

Attachment 3

TRANSFER OF DOCUMENTS AND FORMS UPON GRADUATION

TRANSFER OF DOCUMENTS AND FORMS UPON GRADUATION					
	FILED IN	TRANSFER TO			
FORM NUMBER AND TITLE	THE CPR-1 SECTION	THE FPR	DFRR	GRAD	AFPC
USAFA Form 0-205 - Record of Acceptance, Obligation, Reimbursement, And Oath of Allegiance	4		X		
Awards Letters - (AFGCM/AFLSA)	3	3			
PCS/Separation Orders on Prior Service Personnel	4				X
Promotion	3			X	
Decoration Citation/Order on Prior Service Personnel	3	3			X
Appointment Orders - Wing/Prep School/Reserves	4		X		X
Squadron Change Orders	4		X		
Conduct/Aptitude/Academic/Athletic Probation Memorandums and Committee/Board Reports	4			X	
ADSC Acknowledgement	4		X		
AC Series Orders (Turnbacks)	4		X		
Suspension Memorandums	4		X		
Academy Board Actions	4		X		
Corrections of Enlisted Records	4				X
Faculty Board Elimination from Flying Status	4	4			X
PCS Orders (AD Series)	4	4			X
2Lt Appointment Orders (RegAF Orders)	3	3			X
SF 88 - Report of Medical Examination					X
VASGLV Form 8286 - Servicemen's Group Life Insurance Election and Certificate	1	1			

TRANSFER OF DOCUMENTS AND FORMS UPON GRADUATION					
	FILED IN	TRANSFER TO			
FORM NUMBER AND TITLE	THE CPR-1 SECTION	THE FPR	DFRR	GRAD	AFPC
DD Form 4 - Enlistment/ Reenlistment Document - Armed Forces of the United States	4				X
DD Form 93 - Record of Emergency Data and USAFA Form 0-143 - Record of Emergency Data for Cadet Personnel	1	1			
DD Form 214 - Certificate of Release or Discharge from Active Duty	2 (Orig 2)				X (Cy 2)
DD Form 220 - Active Duty Report	4				X
DD Form 261 - Report of Investigation Line of Duty and Misconduct Status	4				X
SF 86 – Questionnaire for National Security Positions	4	4			
DD Form 1966-1 - Record of Military Processing-Armed Forces of the United States	4				X
AF Form 133 - Oath of Office (Military Personnel)					X
AF Form 348 - Line of Duty Determination	4				X
AF Form 522 - USAF Ground Weapons Training Data	4	4			
AF Form 1256 - Certificate of Training	4	4			
AF Form 1299 - Officer's Certificate of Statement of Service		4			X
AF Form 1887 - Request and Authorization For Aeronautical Orders	4	4			
AF Form 2030 - USAF Drug and Alcohol Abuse Certificate	4	4			

NOTE: Those documents listed under FPRG will be filed when the record is created. The FPRG will be forwarded to the gaining MPR upon graduation.

Attachment 4

TRANSFER OF DOCUMENTS AND FORMS UPON DISENROLLMENT

	FILED IN	TRANSFER TO		
FORM NUMBER AND TITLE	DPYQ CASE FILE (NOTE 2)	DFRR	CADET	SEE NOTE
VASGLV Form 8286 – Servicemen's Group Life Insurance Election and Certificate	X			1
DD Form 93 - Record of Emergency Data and USAFA Form 0-143 - Record of Emergency Data for Cadet Personnel	X			1
DD Form 214 - Certificate of Release or Discharge from Active Duty	X (Cy 2)	X (Orig)		1&3
DD Form 261 - Report of Investigation Line of Duty and Misconduct Status		X		
SF 86 – Questionnaire for National Security Positions		X		1
DD Form 785 - Record of Disenrollment from Officer Candidate - Type Training	X (Cy)	X (Orig)		
DD Form 1966-1 - Record of Military Processing-Armed Forces of the United States	X			1
AF Form 330 – Records Transmittal/Request	X			1
AF Form 348 - Line of Duty Determination		X		
AF Form 393 - Individual Record for Weight Management and Fitness Improvement Training (FIT) Programs		X		
AF Form 522 - Grounds Weapons Training Data, and USAF Firearms Qualification			X	1

	FILED IN	TRANSFER TO		
FORM NUMBER AND TITLE	DPYQ CASE FILE (NOTE 2)	DFRR	CADET	SEE NOTE
AF Form 771 - Accounting of Disclosures		X		
AF Form 1256 - Certificate of Training			X	1
AF Form 1887 - Request and Authorization for Aeronautical Orders	X	X		1
AF Form 2030 - USAF Drug and Alcohol Abuse Certificate	X			1
AF Form 3070 - Record of Nonjudicial Punishment Proceedings		X		4
USAFA Form 0-205 - Record of Acceptance, Obligation, Reimbursement, and Oath of Allegiance		X		
USAFA Form 203 - Cadet Personal Information		X		
USAFA Form 34 – Cadet Separation Clearance/Referral	X (Cy)	X (Orig)		
USAFA Form 37 – Cadet Performance Evaluation and Recommendation	X			
USAFA Form 68 - Cadet Academic Deficiency Evaluation and Probation Action Plan	X			
USAFA Form 91 - Cadet Outgoing Clearance	X			
USAFA Form 91-1 – Basic Cadet Outgoing Clearance	X			
USAFA Form 0-299 – AOC Evaluation of Cadet	X			
Appointment Orders (Cadet)		X		
Squadron Change Orders		X		
Order of Citation for Award or Decoration		X		1

	FILED IN	TRANSFER TO		
FORM NUMBER AND TITLE	DPYQ CASE FILE (NOTE 2)	DFRR	CADET	SEE NOTE
Disciplinary Punishment Memorandum	X			
ADSC Acknowledgement Memorandum		X		
Conduct/Aptitude/Academic/Athletic Probation Notification	X			
Memorandums Requesting Deferral/Change of Punishment	X			
Derogatory Memorandums (Bad Checks/AWOL/etc)	X			
Memorandums of Appreciation/Commendation	X			
Memorandums from Relatives/Congress Members	X			
Superintendent's Memorandum to SAF with Attachments	X (Cy)	X (Orig)		
SAF Memorandum	X (Cy)	X (Orig)		
HQ USAF/DPPA Memorandum	X (Cy)	X (Orig)		
Tender of Resignation	X (Cy)	X (Orig)		
Monetary Recoupment Cost of Education Worksheet	X	X (Orig)		
Separation/Discharge/EAD Special Orders	X	X		
Individual BCT Report	X			
Individual Military Rating Summary	X			
Summer Programs Evaluation	X			
AFCT Scores (1st & 2nd Class Cadets)	X			1
Personnel Data Sheet	X	X		

	FILED IN	TRANSFER TO		
FORM NUMBER AND TITLE	DPYQ CASE FILE (NOTE 2)	DFRR	CADET	SEE NOTE
Hearing Officer/Inquiry Officer Proceedings	X (Cy)	X (Orig)		1
Military Review Committee Actions	X (Cy)	X (Orig)		
USAFA Board Elimination from Flying Status		X		
Prior Service Documents found in CPR-1				1
Misc Disenroll		X		

NOTES:

1. If the cadet is not discharged, establish an FPRG according to AFI 36-2608. For those cadets who are called to active duty, mail the records to HQ AFPC/DPPAES.
2. HQ USAFA/DPYQ case file will be disposed of per AFMAN 37-139.
3. DD Forms 214 are distributed IAW AFI 36-3202, exception: Copy 2 sent to USAFA/DFRR.